

# Virtual TimeClock<sup>®</sup> Payroll Integration Guide

### Exporting to Gusto®

Virtual TimeClock will export a specially formatted time clock file that allows you to import employee hours into Gusto<sup>®</sup> Payroll. To import files, you must complete a one-time setup.



Need help with payroll integration? Contact us at 1-559-434-8544 or http://www.redcort.com/contact.

## **Gusto<sup>®</sup> Integration Setup**

Gusto will allow you to import regular hours and overtime hours without performing any additional configuration. However, if you would like to import PTO hours, sick hours, or vacation hours as well you will need to disable Time Off Requests and set up time off policies in Gusto.

1. From your Gusto dashboard, choose **Settings** and click the **Customization** tab. Ensure that *Time off requests* is **Disabled**.

gusto	Q. Search people     ☐     ∰     ↓     Priscilla Tromp     ✓       Admin · Mraz Group     ✓
<ul> <li>Dashboard</li> <li>People</li> <li>Run payroli</li> </ul>	Permissions Integrations Payroll Plan & billing Customization
<ul> <li>Pay contractors</li> <li>Time off</li> <li>Benefits</li> </ul>	Toppings Departments Disabled
E Stay compliant	Coworker directory Enabled
P Team insights	Time off requests Disabled
<ul> <li>Reports</li> <li>Company details</li> </ul>	Time tracking Disabled
Referrals	2-step verification for Disabled I define the definition of the de
Documents	Custom fields
<ul> <li>Settings</li> <li>Help</li> </ul>	You can add custom fields to employee profiles, such as T-shirt size or Dietary Restrictions.

2. Setup time off policies. To import paid time off hours from Virtual TimeClock, make sure you create vacation, sick and holiday policies in the **Time Off** window, otherwise these time off hours will not import to Gusto.

gusto		Search people	Priscilla Tromp     Admin • Mraz Group	
a Dashboard ≹ People © Run payroll	Time Off Policies Requests			
Pay contractors	Paid Time Off Policies	Sick Policies	Create Policies	
Benefits			2000	
Stay compliant	EK			
<ul> <li>Team insights</li> <li>Reports</li> </ul>	Vacation Policy	Sick Policy 11 Employees enrolled	Paid Holiday Let us know your company's paid holidays.	
🗇 Company details	View >	View >	nonadys.	
🗄 Referrals	+ Create new Paid Time Off policy	+ Create new Sick policy	⊙ Create	

## Virtual TimeClock<sup>®</sup> Integration Setup

#### Add Gusto Employees to Virtual TimeClock

- 1. With Administration Mode turned on, select **Users** from the *Configure* menu.
- 2. Click New User at the bottom of the user list and select New User.
- 3. Enter at least the First and Last Name of the new user.



**Note:** It is not critical that employee names exactly match between Gusto and Virtual TimeClock, but doing so will make it easier to match employees during the Gusto smart upload process.

- 4. Click Save & Next to add more users or Save & Close to finish.
- 5. Assign the user to a Display Group and, if needed, create a password for them.

#### Set up your export default fields

- 6. In Virtual TimeClock, from the Configure menu, select Payroll Settings.
- 7. In the *Payroll Export* section choose **Gusto** from the payroll integrations drop-down and click **Setup**.
- 8. Select the users to include in the export file from the User To Export list.

	Gust	o Setup
	Users To Export	Fields To Export
🗹 Edwa	ard Doty	Code Field Name ~
🗹 Elias	Story	Doubl Weekly Overtime @ 2nd Rate
🗹 John	Howland	Overt Weekly Overtime
🗹 Mary	Allerton	Vacat Vacation Hours
Peter	Browne	Sick Sick Leave Hours
🗹 Roge	r Wilder	Regul Regular Hours
🗹 Rose	Standish	PTO Personal Hours
🔽 Thom	nas English	
All N	lone	+ - (Drag fields to alter the order)
Export To	/Users/Nate/Desktop	Select
		Cancel Save

9. Press the + button in the bottom left corner of the *Fields to Export* list and select the Gusto field and Virtual TimeClock field that you would like to match in the export file then press **OK**. Do this for every Gusto field you want to include in the export file.

Us	ers To Export		Fields To Export	
Edward Dot	у	Code	Field Name	
Elico Story		Decul	Desular Hauna	
	Assign an export fiel	d to a Gust	o Fields.	
✓ F ✓ F	You can assign multiple expo	rt fields to or	ne Gusto Field.	
✓ F	Gusto Fields:		٢	
۲ 👽	Virtual TimeClock Field:		0	)
All	Cancel		ОК	order)
Export	OseisjivatejDesktop			Select

- 10. Use the Select... button to choose the destination to save your export file.
- 11. Press **Save** to exit and complete the Gusto Integration setup.

## Exporting Payroll Hours From Virtual TimeClock®

1. At the end of the payroll period, choose **Approval** from the Virtual TimeClock administrative toolbar to enter the **Timecard Review & Payroll Approval** dashboard. Once all timecards have been approved, click **Save File** to export your integration file. If a timecard is not approved, it will not be exported.

Name	Regular	Overtime	Leave	Total	Salaried Sign Off	
Edward Doty	159.85	0.10	16.00	175.95	✓	
Elias Story	160.00	0.45	16.00	176.45	~	
John Howland	160.00	0.57	16.00	176.57	~	
Mary Allerton	159.70	0.47	16.00	176.17	~	
Peter Browne	159.65	0.47	16.00	176.12	~	
Roger Wilder	159.97	0.15	16.00	176.12	$\checkmark$	
Rose Standish	160.00	0.55	16.00	176.55	~	
Thomas English	160.00	0.47	16.00	176.47	✓	
Refresh			Me	ssaging 🗸	All Timecards	
1 Review & Approve Hours	<ul> <li>Image: A start of the start of</li></ul>			Re	move Sign Off	
2 Run a Payroll Hours Repo	rt			V	iew Report	
3 Create a Payroll Integration File Save File						

## Importing Payroll Hours in Gusto®

Follow the steps below to import payroll hours in your Gusto software at the end of the period.

1. Log in to Gusto, and from the Pay menu choose Run Payroll.

유 People 용 People ③ Pay	Good morning, Bobbi Here's what's going on with your team at Willms-Schmitt	71% Premium plan Set up your account Let's do it >
Run payroll Pay contractors Pay bills	Tasks Priority. ~	Active payrolls No payrolls in progress.
Pay history	Review 3 time off requests Review 3 time off requests from 3 employees. When possible, it's	Payroll on AutoPilot® is OFF (i)
Pay settings	best practice to approve these within the same pay cycle.	View payroll history
<ul> <li>Expenses</li> <li>Time &amp; Attendance</li> </ul>		Recommendations
O Benefits	We 🎔 Willms-Schmitt	×
<u>iii</u> Taxes & Compliance		
Documents		Stay compliant

2. Select **Run Payroll** to start the payroll process. On the first payroll step [Edit payroll], directly above the list of employees, click the **Import Payroll data** button on the right side of the screen.

gusto Premium					Q Se	arch	# #	Bobbi Bechtelar Admin - Willms-Sch	mitt ~
Home									
R People	Run payroll / Regular biweekly payro	11							
(§) Pay	Regular biweekly p	avroll						③ Need help	?
Rup powroll	Jul 20-Aug 2, 2024								
Pay contractors	Edit payroll							Step 1 of 2	<u> </u>
Pay bills	can payron							Step Tora	
Pay history									
Pay settings	Did you know you can of Check out this video to lea								<
Expenses	to ggle to switch back any		rder, resize, and pin	columns to make	e the spreadsheet	fit your needs. St	ill not a fan? Use	the spreadsheet	
Time & Attendance									_
🗢 Benefits	△ This payroll is late								
🟦 Taxes & Compliance	Your original pay date was Aug	gust 9, 2024. If you n	un payroll by 4:00p	m PDT today, the	team will be paid	l on August 15, 20	024.		
Documents	Run by Payday on					Total time off hour	s Total hours v	vorked   Total earni	ngs
Reports	Tue, Aug 13 Thu, Aug 18	5				0.00 hrs	520.00 h	s \$30,778	.46
₽ Learning									
A Recruiting	Q Search people								
☆ Performance	0 0-1						* I		
🖏 Tax Incentives	Select all (12)				⇒ <u>Filte</u>	er <u>Columns</u>	1 Import payroll o	data 💽 Spreads	neet
A HR Resources	Employees 🗸	Total pay 🗸 🗸	Rate 🗸	Regular hrs	Overtime hrs	PTO hrs 🗸	Sick hrs 🗸	Additional time off	Bonus
App directory	Angelou, Maya	\$3,269.23	\$85,000/yr	80.00	N/A	N/A	N/A	N/A	
👚 Refer & earn	Arendt, Hannah	\$2,346.15	\$61,000/yr	40.00	N/A				
<ul> <li>Support</li> <li>Settings</li> </ul>	Bechtelar, Bobbi	\$1,480.00	\$37.00/hr	40.00		<b>`</b>			

3. In the *Import payroll data* for step 1 [, you will need to click + **Upload** and choose the exported file from Virtual TimeClock. Once the file is selected, click **Upload and continue**.

gusto Premium	Q Search 🛱 🏶 Bobbi Bechtelar Admin - Willms-Schmitt	~
Home		
R People	Run payroll / Regular biweekly payroll / Import payroll data	
(§) Pay	Import payroll data	
Run payroll	Jul 20-Aug 2, 2024	
Pay contractors		
Pay bills	Upload file <u>Step 1 of 4</u> ~	
Pay history		
Pay settings	Ch. Introducing Smart Import	
Expenses	Introducing Smart Import × Well automatically bring your existing payroll data from any spreadsheet or time-tracking software into Gusto – reducing manual entry and	
Time & Attendance	preventing errors.	
🗢 Benefits		
📶 Taxes & Compliance	Upload your hourly employees' time without reformatting	
Documents	If you already use software to track your employees' hours-like a spreadsheet or time-tracking software—you can quickly upload a file (CSV, Excel, and more) to	
II Reports	run payroll faster with Smart Import. We'll automatically import their hours for you.	
₽ Learning	Upload your spreadsheet	
A Recruiting		
☆ Performance		
🔍 Tax Incentives	+ Upload	
A HR Resources	or drop file	
App directory		
🛱 Refer & earn		
(i) Support	By clicking "Upload and continue", you authorize Gusto to use the attached file for the purposes listed in our Privacy Policy.	
Settings		1
Terms, Privacy, & Cookies	Back to payroll Upload and continue	

4. In the *Import payroll data* for step 2 [Review column matching], you will need to review the file columns in your imported file and ensure they match the appropriate Gusto columns. Gusto will note any columns that need to be reviewed and matched. Once this has been completed click **Looks** good, continue.

·					Q Search	8	Admin - Willms-Schmitt
Home							
Rt People	<u>Run payroll</u> / <u>Regular biweekly p</u>	oayroll / Import payro	oll data				
Pay	Import payroll d	ata					
Run payroll	Jul 20-Aug 2, 2024						
Pay contractors							
Pay bills	Review column matching						Step 2 of 4
Pay history	-	_					
Pay settings	Match your column to	the correct fie	eld in Gu	isto			
Expenses	We automatically matched the colum	nns in your file to fields	in Gusto. Onl	y columns that are matched to a G	Gusto field will be imported. W	e'll save these mat	tches for subsequent
Time & Attendance	payrons.						
2 Benefits	Columns that need review	(2 columns)					
	File column		Guete celi		Mate	h status	
Taxes & Compliance	File column		Gusto colu	ımn	Mata	h status	
Taxes & Compliance	File column vacation_hours	٩	Gusto colu		• No	h status match found	
Taxes & Compliance		٩			• No Wo	match found	
Taxes & Compliance		\$ \$		hed)	Nc     Wa     Nc     Nc	match found	
Taxes & Compliance	vacation_hours		(Unmatc	hed)	Nc     Wa     Nc     Nc	match found	
Taxes & Compliance Tocuments Reports Clearning Recruiting Performance	vacation_hours	3	(Unmatc	hed)	Nc     Wa     Nc     Nc	match found in't be imported	
Taxes & Compliance Documents II Reports Q Learning Recruiting Y Performance Q Tax Incentives	vacation_hours pto	3	(Unmatc	hed)	Nc     Wa     Nc     Nc	match found in't be imported	kotus
Taxes & Compliance       Documents       I Reports       Learning       Recruiting       Performance       Tax Incentives       A. H. Resources	vacation_hours pto Columns that are exact mo	3	(Unmatc (Unmatc	hed) hed)	Nc     Wa     Nc     Nc	match found in't be imported match found in't be imported	tatus
Taxes & Compliance       Documents       Il Reports       Zearning       Recruiting       Performance       Tax incentives       H. Resources       App directory	vacation_hours pto Columns that are exact mo	3	(Unmatc	hed) hed)	Nc     Wa     Nc     Nc	match found in't be imported match found in't be imported	
-	vacation_hours pto Columns that are exact mo File column first_name	3	(Unmatc (Unmatc s)	hed) Gusto column First name	Nc     Wa     Nc     Nc	e match found n't be imported match found n't be imported Match st X • Exact	match
Taxes & Compliance  Documents  H Reports Recruiting Recruiting Performance Tax Incentives A HR Resources  A pap directory  Refer & earn	vacation_hours pto Columns that are exact ma	3	(Unmatc (Unmatc	hed) hed) Gusto column	Nc     Wa     Nc     Nc	e match found in't be imported e match found in't be imported Match st	match



Note: Gusto will remember these settings for the next time you run payroll.

5. In the *Import payroll data* for step 3 [Review row matching], you will need to review the list of employees from the *File row* in the imported file and match them to the correct *Employee in Gusto*. Employees whose first and last names in Gusto match their first and last names in Virtual Timeclock will automatically be matched. Once this has been completed click **Looks good, continue**.

					Q Search	66	Bobbi Bechtelar Admin · Willms-Schmitt
ப் Home							
Rt People	Run payroll	/ <u>Regular biweekly po</u>	<mark>iyroll</mark> / Import pay	rroll data			
Pay	Impor	t payroll do	ita				
Run payroll	Jul 20-Aug :						
Pay contractors	Jul 20-Aug .	2, 2024					
Pay bills	Review row m	atchina					Step 3 of 4 v
Pay history		2					
Pay settings	Match v	our row to the	correct emp	lovee in Gusto			
Expenses					d to a Gusto field will be imported. We'll save	these matches fo	er subsequent payrolls.
) Time & Attendance							
2 Benefits	Rows that	t need review (8 ro	ows)				
े ोो Taxes & Compliance	File row			Employee in Gusto	N	latch status	
Documents					_	No match four	
Reports	Edward	Doty	(1)	Q (Unmatched)	*	Won't be import	
Learning			0		_	No match four	nd
Recruiting	Elias	Story	(j)	Q (Unmatched)		Won't be import	ed
Performance	John	Howland	(1)	Q (Unmatched)	-	No match four	nd
Tax Incentives		nomana	0	Q (Unmatched)		Won't be import	ed
HR Resources	Mary	Allerton	٩	Q (Unmatched)	•	No match four Won't be import	
				(	_	No match four	ad
App directory	Peter	Browne	١	Q (Unmatched)		Won't be import	
å App directory ਰੋ Refer & earn							
	Roger	Wilder	(1)	Q (Unmatched)	¬∣ •	No match four	



Note: Gusto will remember these settings for the next time you run payroll.

6. In the *Import payroll data* for step 4 [Review data and import], you will need to review the imported hours. If you find hours that need correction while preparing payroll, you can modify hours in Virtual TimeClock, re-export your CSV file, and then re-import the hours into Gusto; existing hours will be replaced when you import. If everything is correct press **Import** to complete.

Disclaimer: Redcort Software attempts to accurately describe and facilitate the process of integrating Virtual TimeClock with various payroll service providers. Redcort Software, due to factors outside of its control, makes no guarantee, stated or implied, that this integration guide will result in a successful import of time clock or payroll data to any other program or payroll system.

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